



DEPARTMENT OF  
GENERAL SERVICES

Serving Government. Serving Virginians.

[www.dgs.virginia.gov/BFM](http://www.dgs.virginia.gov/BFM)



1100 Bank Street, 10th floor  
Richmond, Virginia 23219  
Phone: (804) 225-4367  
BFMEvents@dgs.virginia.gov

## Request to Hold an Event in a Common Area

To request permission to hold an event or fundraiser in the common area of a DGS facility this form should be submitted at least one week prior to the requested date. Forms may be submitted by mail, fax, or email. Please refer to the Tenant Handbook for additional information.

Director  
Bureau of Facilities Management  
1100 Bank Street, 10<sup>th</sup> floor  
Richmond, Virginia 23219

Contact: Patricia Patterson  
Phone: (804) 225-4367  
Email: BFMEvents@dgs.virginia.gov

<b>Name of Applicant:</b>		<b>Position/ Title:</b>	
<b>Agency:</b>			
<b>Address:</b>			
<b>City/County:</b>		<b>State:</b>	<b>ZIP Code:</b>
<b>Phone:</b>		<b>Fax:</b>	
<b>Email:</b>			
<b>Requested Space:</b>			
<b>Requested Date(s) for Event:</b>		<b>Requested Times for Event:</b>	
<b>Description of the Event:</b>			
<b>Benefit to the Commonwealth:</b>			
<b>Number of People Expected to Attend:</b>			

The applicant has read the "Policies and Procedures for Use of DGS Maintained Facilities" and agrees to abide by all the provisions.

<b>Signature of Applicant:</b>	<b>Date:</b>
--------------------------------	--------------

<b>Signature of Agency Head or Designee:</b>	<b>Date:</b>
--	--------------

<b>DGS Use</b>
----------------

Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:
---	------------	-------